

## City-Wide Global Personnel Record Retention Schedules

Schedule #	Record Title	Record Content & Purpose	Retention Period	Final Disposition	Approval Status
G11-0019	<u>ADA Discrimination Files</u>	This schedule provides citywide uniformity for the retention and disposition of records related to ADA Discrimination Files. These are records concerning claims of discrimination on the basis of disability, and include documentation regarding reasonable accommodation requests and other materials. Restricted access as required under federal and state laws. See also: G11-0034 Litigation Files for litigated ADA claims; G11-0036 Personal File Medical. NOTE: This applies to City Departments, but not the files of the City Attorney's Office. Official Litigation Case Files are maintained under a different schedule in the Office of the City Attorney.	Event (Date of Closure or Final Disposition of Charge) + 8 Years	Destroy Under Supervision	CIMC approved 12/4/2012, State Records Board approved 2/25/2013
G11-0022	<u>Classification File</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Classification Files. This record series includes departmental request for classification review of positions and reorganization requests, related documentation including justification and analysis, job descriptions, job analysis questionnaires, and organization charts, and final classification reports. Note- official notification of promotion after reclassification action should be kept in G11-0035 Personnel File.	Event (Final report) + 10 Years	Destroy Under Supervision	CIMC approved 12/4/2012, State Records Board approved 2/25/2013
G11-0023	<u>Collective Bargaining and Labor Contract Administration Case Files</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Collective Bargaining and Labor Contract Administration Case Files. Records created in preparation for contract negotiations, interpretation/clarification of contract language, and other collective bargaining related records created by city departments. NOTE: This applies to City Departments, but not the files of the City Attorney's Office. Official Litigation Case Files are maintained under a different schedule in the Office of the City Attorney.	Event (Contract expiration date) + 7 Years	Transfer to City Archives at MPL for permanent retention. MPL	CIMC approved 12/4/2012, State Records Board approved 2/25/2013

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G11-0024	<u>EEO/AA Plans</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Equal Employment Opportunity/Affirmative Action (EEO/AA) Plans. Note: All records should be submitted to LRB upon completion, but retained a minimum period of four years within departments. General city departments prepare Equal Employment Opportunity/Affirmative Action reports that include departmental workforce, utilization of women and minorities, analysis of new hires and promotions, training information, disciplinary data analysis and ADA reasonable accommodations. Copies of all plans are submitted to the Department of Employee Relations as well as the Legislative Reference Bureau.	Current Year + 4 Years	Transfer to LRB (City of Milwaukee Legislative Reference Bureau) for permanent retention.	CIMC approved 12/4/2012, State Records Board approved 2/25/2013
G11-0025	<u>EEO/ERD Complaint Files</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Equal Employment Opportunity/Equal Rights Division (EEO/ERD) Complaint Files. EEO/ERD complaints filed by employees alleging discrimination, retaliation, or harassment based on violations of protected classes of individuals. This schedule includes records created or summarized to respond to complaints of discrimination. NOTE: This applies to City Departments, but not the files of the City Attorney's Office. Official Litigation Case Files are maintained under a different schedule in the Office of the City Attorney.	Event (Final disposition of charge) + 7 Years	Destroy Under Supervision	CIMC approved 12/4/2012, State Records Board approved 2/25/2013
G11-0026	<u>Employee Handbook/Work Rules</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Employee Handbook/Work Rules. Department specific records that contain departmental policies and procedures including work rules.	Event (Replacement) + 10 Years	Transfer to City Archives at MPL for permanent retention. MPL	CIMC approved 12/4/2012, State Records Board approved 2/25/2013

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G11-0027	<u>Employment Applications/ Resumes- Unsolicited</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Employment Applications/Resumes- Unsolicited. These records include letters and resumes from persons expressing interest in permanent, project, or limited term positions with the City of Milwaukee.	Current year + 6 months	Destroy Under Supervision	CIMC approved 12/4/2012, State Records Board approved 2/25/2013
G11-0038	<u>Employment Background Investigation Documentation- Candidates Hired</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Employment Background Investigation Documentation- Candidates Hired. Traffic records check, arrest and conviction records, as well as other background investigation information received or prepared in relation to applicants appointed or promoted. This series may also include consumer credit reports. See Also, G11-0029 Interview Files and Documentation-- Not Hired.	Event (Date of Hire) + 7 Years	Destroy Under Supervision	CIMC approved 12/4/2012, State Records Board approved 2/25/2013
G11-0028	<u>Exit Interview Records</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Exit Interview Records. These records document and address issues and concerns both negative and positive of employees who are leaving the City service. Exit interviews and related records should not be included in the official personnel file.	Event (Date of Separation) + 7 Years	Destroy Under Supervision	CIMC approved 12/4/2012, State Records Board approved 2/25/2013

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G11-0021	<u>Grievance Arbitration Documentation- Contract Interpretation</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Grievance Arbitration Documentation- Contract Interpretation. Documentation related to grievances and grievance arbitration awards dealing with contract interpretation issues establishing the terms under which departments and the City will operate under specific provisions of the contract. Original Arbitration Awards are maintained under separate schedules by the Department of Employee Relations Labor Relations Division and/or the City Attorney's Office, dependent upon the nature of the award. NOTE: This applies to City Departments, but not the files of the City Attorney's Office. Official Litigation Case Files are maintained under a different schedule in the Office of the City Attorney.	Retain in operating department until administrative value expires.	Destroy Under Supervision	CIMC approved 12/4/2012, State Records Board approved 2/25/2013
G11-0020	<u>Grievance Arbitration Documentation- Discipline</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Grievance Arbitration Documentation-Discipline. Documentation related to grievances and arbitration awards for issuance and implementation of disciplinary action under the terms of contracts. Original Arbitration Awards are maintained under separate schedules by the Department of Employee Relations Labor Relations Division and/or the City Attorney's Office, dependent upon the nature of the award. NOTE: This applies to City Departments, but not the files of the City Attorney's Office. Official Litigation Case Files are maintained under a different schedule in the Office of the City Attorney.	Event (Date of Resolution) + 7 Years	Destroy Under Supervision	CIMC approved 12/4/2012, State Records Board approved 2/25/2013
G76-0117	<u>Injury Reports: OSHA 300A, 301-EB-49, 300</u>	This schedule provides city-wide uniformity for the retention and final disposition of records related to Injury Reports: OSHA 300A, 301-EB 49, 300. This record series includes a log, summary and incident report of work related injuries and illnesses of City Employees. Department of Employee Relations receives the official copies of these forms from each City of Milwaukee Department for compliance with state and federal agencies and workers compensation injury laws. OSHA 300A Summary of Work Related Injuries and Illnesses; Form 301 (EB49) Injury and Illness Report; and Form 300 Log of Work Related Injuries and Illnesses are included under this series. These forms were previously known as Injury & Illness Record, OSHA-100, 102 & CA-49.	Current Year + 7 Years	Destroy Under Supervision	CIMC approved 3/9/2017, State Records Board approved 6/20/2017

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G11-0029	<u>Interview Files and Documentation -- Not Hired</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Interview Files and Documentation-- Not Hired. This record series includes: interview questions, notes, evaluations, resumes and/or employment applications, including solicited, but not hired; work simulation exercises, scores, reference checks, non-select letters, and any other information used in interviewing and evaluating applicants. Certified lists of eligible candidates for employment are distributed to departments by the Department of Employee Relations (DER), who stores the original lists. Certified lists of eligible candidates include the rating, rank, name, address and contact information of each candidate certified for an interview for a specific job opening. This series also may include: employment background investigation documentation of candidates, such as traffic, arrest and conviction records, as well as other information received or prepared in relation to applicants being considered for appointment or promotion, such as, consumer credit reports. Application materials for persons hired are to be placed in G11-0035 Personnel File.	Event (Date of Hire or Date of Personnel Action to which Record Relates) + 4 Years	Destroy Under Supervision	CIMC approved 12/4/2012, State Records Board approved with amendments 2/25/2013
G11-0030	<u>Investigation and Disciplinary Files</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Investigation and Disciplinary Files. Notes, witness statements, evidence, reports, and other documentation created and maintained in connection with internal investigation involving an employee. Investigative files should be separate from personnel files. This record series includes documents that are related to formal disciplinary action, such as suspension notices and warning letters. Maintain separately in supervisory/managerial working files documentation created in conjunction with investigations that DOES NOT lead to formal disciplinary actions. NOTE: Retain active investigation files indefinitely. Restricted access as determined by department head.	Event (Closure of Investigation) + 7 Years	Destroy Under Supervision	CIMC approved 12/4/2012, State Records Board approved 2/25/2013
G11-0031	<u>Job Advertisements</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Job Advertisements. These records are job advertisements prepared by departments for non-civil service positions and any associated documentation regarding terms of employment. Technically, "advertisements" are not considered records that require scheduling because they are "published in a newspaper" or in the public domain on a website. However, if advertisements are combined with other documentation, the set of materials is considered to be a record series that must be scheduled.	Event (Date of Hire) + 4 Years	Destroy Under Supervision	CIMC approved 12/4/2012, State Records Board approved 2/25/2013

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Schedule #	Record Title	Record Content & Purpose	Retention Period	Final Disposition	Approval Status
G11-0032	<u>Job Descriptions - Form CS25</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Job Descriptions-- Form CS25. This record includes identifying information such as the name, department and job title, authorized signature; job classification, and a description of the duties and responsibilities of the position as well as qualifications. Job descriptions should be maintained for organizational analysis and history. Official job descriptions developed by departments using DER Form CS25. Departments should maintain copies of job descriptions in a centralized departmental administrative file for reference purposes until administrative value expires. These may be in either digital or paper format at the discretion of the department.	Event (When superseded) + 10 Years	Transfer to MPLSCREEN	CIMC approved 12/4/2012, State Records Board approved 2/25/2013
G11-0033	<u>Layoff Plan Files</u>	This schedule provides uniformity for the retention and disposition of records related to Layoff Plan Files. Layoff plans approved by the Civil Service Commission (CSC), and any other documentation that details or explains the layoff as it impacts specific employees or groups of employees are maintained with Civil Service Commission Meeting Minutes. Any department records related to layoff plans not formally submitted to CSC are included in this schedule.	Retain in operating department until administrative value expires.	Transfer to LRB (City of Milwaukee Legislative Reference Bureau) for permanent retention.	CIMC approved 12/4/2012, State Records Board approved 2/25/2013
G11-0034	<u>Litigation Files</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Litigation Files. The files are related to cases in which the City is party to a claim or lawsuit. These records may include statements or allegations, correspondence, investigative reports which state the decision made, appendices and other materials gathered as evidence in discrimination cases. They include information stemming from EEOC/ERD cases filed against the City. Information contained includes original complaint, correspondence to the City Attorney's Office, working data collected in order to respond to the complaint. See Also: G11-0019 ADA Discrimination Files Records concerning claims of discrimination on the basis of disability. Documentation regarding reasonable accommodation requests and other materials. Restricted access as determined by department head. NOTE: This applies to City Departments, but not the files of the City Attorney's Office. Official Litigation Case Files are maintained under a different schedule in the Office of the City Attorney.	Event (Date of Closure or Final Disposition of Charge) + 8 Years	Destroy Under Supervision	CIMC approved 12/4/2012, State Records Board approved 2/25/2013

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G11-0035	<u>Personnel File</u>	<p>This schedule provides citywide uniformity for the retention and disposition of records related to Personnel Files. This series includes employment applications/resumes- solicited &amp; hired; performance appraisals; emergency contact information; job description; and, residency certification, including documentation providing proof of residency required for employment with the City of Milwaukee within the first six months of hire, unless temporary non-residency status is approved by the Civil Service Commission. Other records contained in this series if applicable include: appointment letters, special appointment rate letters; probationary period reports and requests for extensions; transfer/reinstatement requests and responses; promotion documentation; favorable occurrences/letters of commendation, recognition and awards; statement of acknowledgment receipt of personnel policies and/or procedures; resignation form/letter signed by an existing employee, stating their intent to either end their employment, or, resign from a current job to accept another employment opportunity from the city as of a certain date; letter of reference; certificate of license or professional designations; relocation reimbursement requests; performance improvement plans; non-medical leave documentation, and unemployment information. Additional records may include: funeral leave applications, layoff notices, leave of absence forms, notice of prospective retirement, training/employee development records, including tuition benefit applications, travel and training documentation, training certification/achievement or completion records; and unemployment insurance (UI) related records, including information used for UI claim to establish a base period, verification of weeks at work, initial determinations of benefits payable, notice of hearing and billing statements.</p>	Event (Separation from Service) + 8 Years	Destroy Under Supervision	<p>CIMC approved 12/4/2012, State Records Board approved 2/25/2013</p>

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Schedule #	Record Title	Record Content & Purpose	Retention Period	Final Disposition	Approval Status
G11-0036	<u>Personnel Files- Medical</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Personnel Files- Medical. This series includes ADA compliance documentation records, regarding reasonable accommodation requests, responses, and materials under 29CFR 1602.14 (ADA ACT); FMLA applications, including, dates and hours of leave, record of any dispute and its resolution; and medical certifications, requested and received by formally designated departmental FMLA managerial representatives from authorized medical doctors, acting on behalf of City employees, who submit requests for leave of absence. Injury reports, application for sick leave or injury pay, as well as fitness for duty exams & results, return to work documentation, LTD application, sick leave control letters, and other occupational health related records may be included in this file. Access to these records should be restricted as determined by state and federal laws. Note: Departments may wish to retain a copy of FMLA application forms (for reference purposes only) by eligibility year, in addition to the copy filed under this schedule. Reference copies should be destroyed after one year.	Event (Separation from Service) +8 Years	Destroy Under Supervision	CIMC approved 12/4/2012, State Records Board approved 2/25/2013
G11-0037	<u>Safety Records</u>	This schedule provides citywide uniformity for the retention and disposition of records related to Safety Records. Safety policies and plans, and other documentation created by City departments to address worker compensation and safety concerns including records related to investigation and follow up to workplace accident investigations, accident prevention measures and other risk management initiatives. This schedule includes training records and may also include policies, practices, safety goals and objectives. Reports of injuries or related documentation is found under G76-0117- OSHA 300A, 301-EB-EB-49, 300 and G11-0036 Personnel Files- Medical.	Maintain permanently in operating department until superseded.	Transfer superseded award documents to the City Archives at MPL to be screened for historic value. MPLSCREEN	CIMC approved 12/4/2012, State Records Board approved 2/25/2013



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G13-0056	<u>USCIS Form I-9</u> <u>Employment</u> <u>Eligibility</u> <u>Verification</u>	In compliance with the federal law Immigration Reform & Control Act (IRCA), the City is responsible for having all employees complete a Form I-9 to document verification of the identity and employment authorization to work in the United States of each new hire after November 6, 1986. A digital I-9 form is verified by an on-line service. A copy of the Form I-9 and the documents each employee presents to verify identity and employment authorization is maintained by the hiring authority, e.g. Dept. of Employee Relations, Fire & Police Commission, Milwaukee Police Department, Milwaukee Fire Department.	Event (3 years after the date of hire, or 1 year after the date the individual's employment is terminated, whichever is later.)	Destroy Under Supervision	CIMC approved 12/13/2013, State Records Board approved 3/3/2014